



Naval Education and
Training Command

NAVEDTRA 80287
July 1966
0503-LP-500-1870

Nonresident Training
Course (NRTC)

Ship's Serviceman 1 & C

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

Nonfederal government personnel wanting a copy of this document
must use the purchasing instructions on the inside cover.



0503LP50001870

Reviewed and approved for continued use on
6 August 1993.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

Nonfederal government personnel wanting a copy of this document must write to Superintendent of Documents, Government Printing Office, Washington, DC 20402 OR Commanding Officer, Naval Publications and Forms Directorate, Navy Aviation Supply Office, 5801 Tabor Avenue, Philadelphia, PA 19120-5099, Attention: Cash Sales, for price and availability.

SHIP'S SERVICEMAN 1 & C

NAVEDTRA 80287

Prepared by the Naval Education and Training Program Management
Support Activity, Pensacola, Florida

Congratulations! By enrolling in this course, you have demonstrated a desire to improve yourself and the Navy. Remember, however, this self-study course is only one part of the total Navy training program. Practical experience, schools, selected reading, and your desire to succeed are also necessary to successfully round out a fully meaningful training program. You have taken an important step in self-improvement. Keep up the good work.

HOW TO COMPLETE THIS COURSE SUCCESSFULLY

ERRATA: If an errata comes with this course, make all indicated changes or corrections before you start any assignment. Do not change or correct the Training Manual (TRAMAN) or assignments in any other way.

TEXTBOOK ASSIGNMENTS: The TRAMAN for this course is *Ship's Serviceman 1 & C*, NAVEDTRA 10287-F. The TRAMAN pages that you are to study are listed at the beginning of each assignment. Study these pages carefully before attempting to answer the questions in the course. Pay close attention to tables and illustrations because they contain information that will help you understand the text. Read the learning objectives provided at the beginning of each chapter or topic in the text and/or preceding each set of questions in the course. Learning objectives state what you should be able to do after studying the material. Answering the questions correctly helps you accomplish the objectives.

BLACK DOT INFORMATION: Black dots (●) may be used in the text and correspondence course to emphasize important or supplemental information and to highlight instructions for answering certain questions. Read these black dot entries carefully; they will help you answer the questions and understand the material.

SELECTING YOUR ANSWERS: After studying the TRAMAN, you should be ready to answer the questions in the assignment. Read each question carefully, then select the BEST answer. Be sure to select your answer from the subject matter in the TRAMAN. You may refer freely to the TRAMAN and seek advice

and information from others on problems that may arise in the course. However, the answers must be the result of your own work and decisions. You are prohibited from referring to or copying the answers of others and from giving answers to anyone else taking the same course. Failure to follow these rules can result in suspension from the course and disciplinary action.

SUBMITTING COMPLETED ANSWER SHEETS: Complete all assignments as quickly as possible to derive maximum benefit from the course. As a minimum, you must submit at least one assignment per month. This is a requirement established by the Chief of Naval Education and Training. Failure to meet this requirement could result in disenrollment from the course.

TYPES OF ANSWER SHEETS: If you are a U.S. Navy enlisted member on active duty or a drilling U.S. Naval Reserve enlisted member, you should use the answer sheet attached at the end of this course and follow the instructions in section A below. If you are an enlisted U.S. Naval Reserve member who is not attached to a drilling unit or if you are an officer, a civilian, or a member of the U.S. Army, Air Force, Marine Corps, or Coast Guard, you should use the Automatic Data Processing (ADP) answer sheets included in the course package and follow the instructions in section B.

A. Manually Scored Answer Sheets

If you are a U.S. Navy enlisted member on active duty or attached to a U.S. Naval Reserve drilling unit, your course will be administered by your local command. You must use the answer sheet designed for

manual scoring, NETPMSA form 1430/5, Stock Ordering Number 0502-LP-216-0100. You may get a supply of the forms from your Educational Services Officer (ESO), or you may reproduce the one in the back of this course booklet. DO NOT USE THIS FORM FOR COURSES ADMINISTERED BY NETPMSA.

Recording Information on the Manually Scored Answer Sheets: As you complete each assignment, submit the completed answer sheet to your ESO for grading. You may submit more than one answer sheet at a time. Remember, you must submit at least one assignment each month.

Grading: Your ESO will grade each answer sheet and notify you of any incorrect answers. The passing score for each assignment is 3.2. If you receive less than 3.2 on any assignment, the ESO will list the questions you answered incorrectly and give you an answer sheet marked "RESUBMIT." You must redo the assignment and complete the RESUBMIT answer sheet. The maximum score you can receive for a resubmitted assignment is 3.2.

Course Completion: After you have submitted all the answer sheets and have earned at least 3.2 on each assignment, your command should give you credit for this course by making the appropriate entry in your service record.

Student Questions: If you have questions concerning the administration of this course, consult your ESO.

B. ADP Answer Sheets

If you are an enlisted U.S. Naval Reserve member who is not attached to a drilling reserve unit or if you are an officer, a civilian, or a member of the U.S. Army, Air Force, Marine Corps, or Coast Guard, use the ADP answer sheets provided in your course package. You should use one blank original ADP answer sheet for each assignment. Use only the original ADP answer sheet provided in your course package; NETPMSA will not accept reproductions.

Recording Information on the ADP Answer Sheets: Follow the "MARKING INSTRUCTIONS" on each answer sheet. Be sure that blocks 1, 2, and 3 are filled in correctly. This information is necessary for

your course to be properly processed and for you to receive credit for your work.

As you work the course, be sure to mark your answers in the course booklet because your answer sheets will not be returned to you. When you have completed an assignment, transfer your answer from the course booklet to the answer sheet.

Mailing the Completed ADP Answer Sheets: Upon completing an assignment, mail the completed answer sheet to:

COMMANDING OFFICER
NETPMSA CODE 074
6490 SAUFLEY FIELD RD
PENSACOLA FL 32559-5000

Use envelopes to mail your answer sheets. You must provide your own envelopes or request them from your ESO. You may enclose more than one answer sheet in a single envelope. Remember, regardless of how many answer sheets you submit at a time, NETPMSA should receive at least one assignment a month.

NOTE: DO NOT USE THE COURSE COMMENTS PAGE AS AN ENVELOPE FOR RETURNING ANSWER SHEETS OR OTHER COURSE MATERIALS.

Grading: NETPMSA will grade the answer sheets and notify you by letter concerning your grade for each assignment, your incorrect answers, and your final grade. The passing score for each assignment is 3.2. If you receive less than 3.2 on any assignment, you must rework the assignment. NETPMSA will enclose a new ADP answer sheet in the letter notifying you of the questions you answered incorrectly. You will be required to redo the assignment and resubmit the new answer sheet. The maximum score you can receive for a resubmitted assignment is 3.2.

Course Completion: When you complete the last assignment, fill out the "Course Completion" form in the back of the course and enclose it with your last answer sheet. NETPMSA will issue you a letter certifying that you satisfactorily completed the course. You should make sure that credit for the course is recorded in your service record. YOU MAY RETAIN THE TEXT.

NOTE: YOUR OFFICIAL COURSE COMPLETION DATE WILL BE THE DATE YOUR LAST ASSIGNMENT IS PROCESSED THROUGH THE NETPMSA ADP SYSTEM--NOT THE DATE YOU DEPOSIT THE LAST ASSIGNMENT IN THE MAIL. This is especially important if you are taking the course for Naval Reserve retirement credit. You must mail your answer sheets at least 60 days before your anniversary date. This will provide you with enough time for delays in the mail or reworking failed assignments. DO NOT MAIL YOUR ASSIGNMENTS TO THE NAVAL RESERVE PERSONNEL COMMAND (NRPC).

Student Questions: Refer questions concerning this course to NETPMSA by mail (use the address on page ii) or by telephone: DSN 922-1366 or commercial (904) 452-1366.

NAVAL RESERVE RETIREMENT CREDIT

If you are a member of the Naval Reserve, you will receive retirement points if you are authorized to receive them under current directives governing retirement of Naval Reserve personnel. For the purpose of Naval Reserve retirement, this edition of the course is evaluated at **9** points. These points will be credited to you upon your satisfactory completion of the entire course.

NOTE: YOUR OFFICIAL COURSE COMPLETION DATE WILL BE THE DATE YOUR LAST ASSIGNMENT IS PROCESSED THROUGH THE NETPMSA ADP SYSTEM--NOT THE DATE YOU DEPOSIT THE LAST ASSIGNMENT IN THE MAIL. Refer to the Course Completion paragraph under section B. ADP Answer Sheets.

COURSE OBJECTIVES

Demonstrate a knowledge of the subject matter by correctly answering items on the following Navy Supply System, management, procurement, receipts and expenditures, ship's store operations, records and returns, commissaries, and retail operation management (ROM) system.

Naval courses may include several types of questions—multiple-choice, true-false, matching, etc. The questions are not grouped by type but by subject matter. They are presented in the same general sequence as the textbook material upon which they are based. This presentation is designed to preserve continuity of thought, permitting step-by-step development of ideas. Not all courses use all of the types of questions available. The student can readily identify the type of each question, and the action required, by inspection of the samples given below.

MULTIPLE-CHOICE QUESTIONS

Each question contains several alternatives, one of which provides the best answer to the question. Select the best alternative, and blacken the appropriate box on the answer sheet.

SAMPLE

s-1. Who was the first person appointed Secretary of Defense under the National Security Act of 1947?

1. George Marshall
2. James Forrestal
3. Chester Nimitz
4. William Halsey

Indicate in this way on the answer sheet:

	1	2	3	4	
	T	F			
s-1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- - -

TRUE-FALSE QUESTIONS

Mark each statement true or false as indicated below. If any part of the statement is false the statement is to be considered false. Make the decision, and blacken the appropriate box on the answer sheet.

SAMPLE

s-2. All naval officers are authorized to correspond officially with any systems command of the Department of the Navy without their respective commanding officer's endorsement.

1. True
2. False

Indicate in this way on the answer sheet:

	1	2	3	4	
	T	F			
s-2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- - -

MATCHING QUESTIONS

Each set of questions consists of two columns, each listing words, phrases or sentences. The task is to select the item in column B which is the best match for the item in column A that is being considered. Items in column B may be used once, more than once, or not at all. Specific instructions are given with each set of questions. Select the numbers identifying the answers and blacken the appropriate boxes on the answer sheet.

SAMPLE

In questions s-3 through s-6, match the name of the shipboard officer in column A by selecting from column B the name of the department in which the officer functions. Some responses may be used once, more than once, or not at all.

A. OFFICER

B. DEPARTMENT

- | | |
|-------------------------------|---------------------------|
| s-3. Damage Control Assistant | 1. Operations Department |
| s-4. CIC Officer | 2. Engineering Department |
| s-5. Disbursing Officer | 3. Supply Department |
| s-6. Communications Officer | |

Indicate in this way on the answer sheet:

	1	2	3	4	
	T	F			
s-3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- - -
s-4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- - -
s-5	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	- - -
s-6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- - -

Assignment 1

Textbook Assignment: "Navy Supply System and Management." Pages 2-1 through 3-6.

-
- Learning Objective: Recognize the general organization, mission, and functions of the Naval Supply Systems Command (NAVSUP) and the Defense Logistics Agency (DLA).
-
- 1-1. The term "supply system" collectively refers to which of the following organizations and/or field activities?
1. Navy Resale and Services Support Office (NAVRESSO)
 2. Defense Logistics Agency (DLA) only
 3. Naval Supply Systems Command (NAVSUP) only
 4. Defense Logistics Agency (DLA) and Naval Supply Systems Command (NAVSUP)
- 1-2. The first and foremost mission of the integrated Navy/Defense Logistics Defense System is to provide
1. strategic locations for materials
 2. materials through civilian contractor
 3. optimum economy
 4. responsive support to the operating forces
- 1-3. Which of the following defense supply centers controls medical supplies and clothing?
1. Defense Personnel Support Center, Philadelphia, Pa.
 2. Defense Industrial Supply Center, Philadelphia, Pa.
 3. Defense General Supply Center, Richmond, Va.
 4. Defense Construction Supply Center, Columbus, Oh.
- 1-4. The basic function of the defense supply centers is inventory management.
1. True
 2. False
- 1-5. In computing the replenishment requirements of an item, a defense supply center will take into account which of the following factors?
1. Information furnished by vendors from past requirements
 2. Past demand for items
 3. Information that is furnished by the defense supply centers
 4. Program information furnished by each military service and past experience of each center
- 1-6. What activity(ies) control(a) the wholesale distribution of stock among the four military services?
1. Defense supply centers
 2. Federal Supply Agency
 3. Navy Finance Center
 4. Navy Resale and Services Support Office
- 1-7. All stocks controlled by a defense supply center are financed by what fund?
1. Navy Stock Fund
 2. Defense Stock Fund
 3. Defense Industrial Fund
 4. A prorated portion of the stock fund for each military service
- 1-8. What is the primary function of a DLA distribution depot?
1. To issue and receive materials from defense supply centers
 2. To serve as a storage point for (DLA) materials
 3. To receive requisitions directly and to issue stock locally
 4. To provide training and assistance in the distribution of materials in the Navy Supply System
- 1-9. Distribution depots can accept requisitions in cases of emergencies.
1. True
 2. False

- 1-10. The DLA's principal distribution depots are located in what cities?
 1. Mechanicsburg, PA; Memphis, TN; Ogden, UT; and Tracy, CA
 2. San Diego, CA; Norfolk, VA; Pensacola, FL; and Mayport, FL
 3. Oakland, CA; Long Beach, CA; and Cubic Point, PI
 4. Long Beach, CA; Memphis, TN; Ogden, UT; and Tracy, CA
- 1-11. To provide direct support to the Navy, the DLA has established what total number of specialized support depots (SSDs)?
 1. One
 2. Two
 3. Five
 4. Four
- 1-12. The DLA specialized support depot(s) is/are the Navy supply center(s) located in which of the following cities?
 1. San Diego, CA only
 2. Long Beach, CA and Norfolk, VA
 3. Oakland, CA and Norfolk, VA
 4. San Diego, CA and Long Beach, CA
- 1-13. The Navy Supply System is integrated with which of the following organizations?
 1. Federal Supply Agency
 2. Navy Ships Parts Control Center (SPCC)
 3. Defense Logistics Agency
 4. Navy Resale and Services Support Office
- 1-14. The Naval Supply Systems Command is responsible for the development and supervision of the Navy Supply System.
 1. True
 2. False
- 1-15. You are determining material requirement, for your shop. Which of the following references will provide you with the best resources?
 1. Ship's Store Afloat Catalog and stock record cards
 2. Coordinated Shipboard Allowance List (COSAL) only
 3. Stock record cards and area contract bulletins
 4. COSAL and Ship's Store Afloat Catalog
- 1-16. Under the Navy Supply System, all materials fall under the heading "replenishment" and can be immediately replenished.
 1. True
 2. False
- 1-17. In the Navy Supply System, there are five phases of distribution. What is the first phase?
 1. Storage
 2. Transportation
 3. Control
 4. Accumulation of material at CONUS bases
- 1-18. The Navy Supply System has what total number of inventory control points (ICPs)?
 1. Five
 2. Two
 3. Three
 4. Four
- 1-19. One of the Navy Supply System inventory control points is the Navy Aviation Supply Office (ASO). Where is this activity located?
 1. Mechanicsburg, PA
 2. Philadelphia, PA
 3. Great Lakes, IL
 4. Alexandria, VA
- 1-20. The current list of cognizance symbols and their associated inventory manager can be found in which of the following publications?
 1. NAVSUP Manual, Volume II, and NAVSUP P-485
 2. NAVSUP Manual, Volume II, and NAVSUP P-487
 3. NAVSUP P-485 and NAVSUP P-487
 4. COSAL and NAVSUP P-487
- 1-21. All inventory control point is under the joint control of what two organizations?
 1. Naval Supply Systems Command and the Fleet Material Support Office
 2. Naval Ship Systems Command and the Navy Ships Parts Control Center
 3. NAVSUP and the responsible systems command
 4. Navy Comptroller Office and Fleet Material Support Office

- 1-22. Inventory control points perform all of the Following functions EXCEPT
1. receiving appropriate quantities of materials
 2. controlling procurement
 3. maintaining close liaison with the systems command
 4. maintaining warehouses for materials received
- 1-23. In managing Navy-owned retail items under DLA control, Navy retail offices (NROs) are restricted to what facet of inventory management?
1. Storage
 2. Financial
 3. Procurement
 4. Replenishment
- 1-24. The Navy's two Navy retail offices are located in what cities?
1. Washington, DC and Mechanicsburg, PA
 2. San Diego, CA and Washington, DC
 3. Norfolk, VA and Odgen, UT
 4. Mechanicsburg, PA and Norfolk VA
- 1-25. The Navy Fleet Material Support Office is responsible for retell stocks of DLA/GSA items.
1. True
 2. False
- 1-26. The Navy's distribution system is made up of what total number of activities?
1. Five
 2. Two
 3. Three
 4. Four
- 1-27. What two major types of activities in the Navy's distribution system have the primary mission of supply?
1. Navy Fleet Material Support Office and Naval Supply Systems Command
 2. Navy retail offices and Naval Facilities Engineering Command
 3. Naval supply centers and naval supply depots
 4. Federal Supply Agency and naval supply centers
- 1-28. Naval supply centers and naval supply depots are responsible for which of the following functions involving Navy supply materials?
1. Warehousing
 2. Distributing
 3. Controlling
 4. All of the above
- 1-29. The mobile logistics support force ships act as extension of the Navy's distribution system.
1. True
 2. False
- 1-30. Which of the following are strictly Navy supply departments?
1. Naval shipyards
 2. Naval air stations
 3. Naval stations
 4. All of the above
- 1-31. As pert of their mission, which of the following activities have to provide specialized supply support to the command at which they are located?
1. Naval supply centers
 2. Naval supply depots
 3. Naval shipyards
 4. All of the above
- 1-32. Navy supply centers and Navy supply depots were established for the centralized administration of various types of supply activities.
1. The
 2. False
- 1-33. Navy supply centers are based overseas.
1. True
 2. False
- 1-34. Navy supply depots are based in CONUS.
1. True
 2. False
- 1-35. Primary support responsibility for Navy supply center and Navy supply depots comes from what authority?
1. Federal Supply Agency (FSA)
 2. Naval Supply Systems Command (NAVSUP)
 3. Defense Supply Center (DSA)
 4. Defense Logistics Agency (DLA)

1-36. The inventory control department of an NSC or NSD performs all the following functions EXCEPT

1. determining requirements
2. managing inventories
3. controlling receipts
4. issuing materials

1-37. Which of the following divisions of an NSD or NSC is NOT under the inventory control department?

1. Receipt division
2. Technical division
3. Customer service division
4. Disposal division

1-38. In the management of materials, the material department of an NSD or NDC plans and directs which of the following functions?

1. Disposal
2. Issue
3. Storage
4. All of the above

The following are two departments of a Navy Supply center or depot. In items 1-39 through 1-45, indicate in which department each division would be found.

1. Inventory control department
2. Material Department

1-39. Storage

1-40. Purchase

1-41. Retail stores

1-42. Freight terminal

1-43. Requirements

1-44. Labor and equipment

1-45. Whose responsibility is it to keep the fleet supplied with fuel, food, general stores, and services through underway replenishment?

1. Naval supply depots
2. Fleet Material Support Office
3. Mobile logistics support force
4. Naval supply centers

- A. Storage Division
 - B. Purchase Division
 - C. Requirements Division
 - D. Retail Stores Division
 - E. Receipt Control Division
 - F. Freight Terminal Division
 - G. Labor and Equipment Division

Figure 1A.

IN ANSWERING QUESTIONS 1-46 THROUGH 1-47, REFER TO FIGURE 1A.

1-46. The inventory control department of a Navy supply center or depot includes which of the following divisions?

1. B, C, and E
2. B, D, and F
3. D, E, and F
4. E, F, and G

1-47. The material department of a Navy supply center or depot encompasses which of the following divisions?

1. A, B, C, and D
2. A, C, E, and F
3. A, D, F, and G
4. B, D, E, and G

1-48. From which of the following types of ships should you obtain frozen and dry food items?

1. Stores ship (AF)
2. Fleet combat support ships (AOE)
3. Destroyer/submarine tenders (AO/AS)
4. Combat stores ships (AFS)

1-49. Which of the following ships is NOT designed for mobile logistics support?

1. USS ACADIA (AD42)
2. USS DULUTH (LPD6)
3. USS POLLOX (AFS4)
4. USS EVERGLADES (AD24)

1-50. Which of the following terms specifically refers to a helicopter transfer of materials or stores?

1. INREP
2. VERTREP
3. UNREP
4. CASREP

Learning Objective: Identify the purpose, general organization, and functions of the Navy Resale and Services Support Office (NAVRESSO) and delineate the major components of this system.

1-51. What is the overall purpose of the Navy Resale System?

1. To provide Support to the operating forces
2. To provide personnel with attractive facilities
3. To provide command support and assistance to fleet ships stores
4. To provide authorized patrons with quality merchandise and services at reasonable prices

Learning Objective: Recognize the principles you should follow in the development of your organization's structure including the purpose and functions of the various organizational charts.

1-52. Organizational planning is a process of which of the following actions?

1. Identifying and grouping duties
2. Defining and delegating authority
3. Assigning responsibilities and creating relationships
4. All of the above

1-53. Which of the following factors are involved in good organizational planning?

1. Direct management and subordinate personnel
2. Mechanical aspects
3. Dynamic aspects
4. Both 2 and 3 above

1-54. In good organizational planning the mechanical aspects deal exclusively with what facets of the organization?

1. The organization's structure, functions, and tasks
2. Personalities of individuals
3. Performance abilities of individuals
4. Human relations

1-55. Which of the following examples represents an accurate application of the mechanical aspects of an office?

1. Charts are prepared that depict the office's workload
2. Job performances of individuals are evaluated
3. personnel reports are prepared
4. Training is provided for individuals

1-56. The dynamic aspects of an organization involve which of the following factors?

1. Abilities
2. Interests
3. Personalities
4. All of the above

1-57. The resin purpose of preparing organizational charts is for the manager to use these charts as a management tool.

1. True
2. False

IN ANSWERING QUESTIONS 1-58 THROUGH 1-61, SELECT FROM COLUMN B THE TYPE OF ORGANIZATIONAL CHART THAT MATCHES THE FUNCTION OR PURPOSE DESCRIBED IN COLUMN A.

A. PURPOSES

B. CHARTS

1-58. May be used in a simple organization to show all components with their functions and names of personnel assigned.

1. Functional chart
2. Structural chart

1-59. Shows only the basic arrangements of the components and, in the case of a ship's service organization, a complete breakdown of all existing components, such as divisions, branches, sections, or units.

3. Combination chart
4. Billet assignment chart

A. PURPOSES	B. CHARTS	
1-60. Lists the components of an organization with the job title and/or rank or grade and names of personnel assigned.	1. Functional chart 2. Structural chart 3. Combination chart 4. Billet assignment chart	1-66. In a fairly simple organization, which of the following charts can seine to show all three aspects (components, functions, and personnel) of the organization? 1. Billet assignment chart 2. Structural chart 3. Functional chart 4. Combination chart
1-61. Lists the component of an organization with the major job tasks grouped by similarity.		<hr/> Learning Objective: Identify the factors you should consider when planning a physical layout that will make the most effective use of spaces, equipment, and personnel in the service and resale activities. <hr/>
1-62. How should components or lines of authority be arranged in a structural organization chart? 1. Major components should be arranged horizontally in line with each other 2. Subsidiary component should be arranged in a vertical plane beneath the major components 3. Lines of authority drawn between components should clearly indicate relationships 4. All of the above arrangement may be made		1-67. Which of the following factors should you consider when doing a layout analysis? 1. Mission of the ship's store or service activity 2. Use of personnel 3. Use of equipment 4. All of the above
1-63. Which of the principles below should be followed when job duties are listed on a functional chart? 1. Closely related functions must be listed under different component 2. Duties that are performed infrequently need not be listed under specific components 3. Each significant function must be provided for within the organization 4. Dissimilar functions may be listed under one component		1-68. What specific information should be shown on a layout chart? 1. Office functions as they relate to tasks 2. Work production data 3. Floor plan of the work spaces 4. Billet assignment requirements
1-64. A billet assignment chart is sometimes referred to as what other type of chart? 1. Functional chart 2. Structural chart 3. Position chart 4. Personnel assignment chart		1-69. Layout charts of work spaces are generally drawn on what scale? 1. 1 inch to a foot 2. 1/2 inch to a foot 3. 1 1/2 inch to a foot 4. 1/4 inch to a foot
1-65. The billet assignment chart is used to chow the assignment of personnel by name and division only. 1. True 2. False		

- 1-70. You are doing a layout analysis of work spaces in the ship's store. To obtain the best arrangement for movable furniture and equipment, which of the following methods should you use?
1. Make a list of the movable furniture and equipment, and make recommendation for placement beside each item
 2. Move the office furniture and equipment within the ship's store spaces until you obtain the best arrangement
 3. Draw the movable furniture and equipment to scale directly on the layout chart
 4. Use templates fashioned from cardboard or plastic and rearrange the templates on the layout chart until you obtain the best arrangement
- 1-71. A layout analysis is designed primarily to improve the use of which of the following resources of a facility or work space?
1. Space
 2. Personnel
 3. Equipment
 4. All of the above
- 1-72. Convenient arrangement of equipment will enable your people to turn out more work in a shorter time.
1. True
 2. False
- 1-73. In planning a layout of a retail self-service activity, you should consider which of the following factors?
1. Proper and intelligent circulation of customer traffic throughout the store
 2. Placement of traffic-stopping, appealing displays
 3. Adequate store protection from pilferage
 4. All of the above
- 1-74. How wide should the aisle space in a self-service ship's store be?
1. 1 to 2 feet
 2. 2 to 3 feet
 3. 3 to 4 feet
 4. 4 to 6 feet
- 1-75. Which of the policies below should be followed in the layout of a self-service store?
1. Aisle spaces should all be the same width
 2. Other exits besides the check-out point(s) should be provided
 3. Customers should be induced to circulate the entire store before reaching the check-out stand
 4. All of the above